UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT

CM/ECF ATTORNEY CASE OPENING INSTRUCTIONS

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INTRODUCTION

Attorneys may electronically file new civil cases, which are initiated with a Complaint, a Notice of Removal, a Petition for Writ of Habeas Corpus, and a Petition to Quash IRS Summons.

If you realize you made a mistake and it is during normal business hours, do not proceed further. Contact the Clerk's Office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

- Bridgeport   (203) 579-5861
- Hartford   (860) 240-3200
- New Haven   (203) 773-2140

Begin with logging into CM/ECF

Select Civil from the blue menu bar >Civil>Open a Case>Civil Case.

The following display message will appear:

Select Next. Do not make any changes to the next screen. Select Next.

> 💡 If you have a related case, after you receive your judge assignment, notify the Courtroom
> Deputy for the presiding judge.

ENTERING CIVIL CASE STATISTICAL INFORMATION

Complete the fields on this screen using the guidelines provided in the table below. Select Next.

Jurisdiction	1 (U.S. Government Plaintiff)
	2 (U.S. Government Defendant)
	3 (Federal Question) default
	4 (Diversity) must enter citizenship for diversity case
	5 (Local Question) court use only
Cause of action	Select the U.S. Civil Statute under which you are filing, as cited in the initiating document.
Nature of suit	Select the primary nature of suit from the drop down list. (Refer to *Civil Cover Sheet* for guidance; do not use 990)
Origin	1 (Original Proceeding) used when filing an original complaint
	2 (Removal from State Court) used when filing a Notice of Removal
	All other codes are for Court use only
Citizenship	Complete this field only if the selected jurisdiction is diversity.
Jury demand	Complete this field only if the jury demand is contained in the initiating document.
Class action	n = no
	y = yes
Demand ($000)	Dollar amount demanded in thousands, e.g. $100,000 = 100; complete this field only if dollar demand is contained in the initiating document or on the civil cover sheet.
	Leave blank for Notice of Removal
Arbitration code	Leave blank
County	County is a statistical code for the county of residence of the first listed plaintiff in all actions except U.S. government plaintiff actions. If the U.S. government is the plaintiff, enter the statistical code for the county of residence of the first listed defendant.
Fee status	Leave default; for government plaintiff set fee status to none (no fee required); for IFP plaintiffs, set fee status to in forma pauperis.
Fee date	Leave default
Date transfer	Leave blank

ADDING PARTIES

The left pane contains the controls to **Add New Party** and **Create Case**; this section is the participant tree. Since no participants exist for this new case, the participant tree is empty.

The right pane contains the fields to **Search for a party**. Using the Court's *Instructions for Searching and Adding Parties*, search for each party listed in the caption of your initiating document.   Choose the appropriate party from the list and select "Select Party."   If the appropriate party does not appear in the list, select "Create New Party."

The *Role* field is defaulted to Defendant as shown below. **This must be changed to the appropriate role.**

If you have descriptive information for a party as reflected in the case caption, enter the description in the party text field. Leave all other fields blank. Do not enter address information. Select Add Party.

When the user clicks the **Add Party** button on the Party Information screen, the party will be added to the Participant Tree on the left side of the screen.

The right pane of the screen returns to Search for a party. Continue to add all parties as they appear in the caption of your initiating document.

- Social Security Cases – Enter the parties as they are captioned in the initiating document. In addition, enter the party "Social Security Administration" (unabbreviated) as an "Interested Party." This will enable the General Counsel's Office, and the document production facility that produces the administrative transcripts to receive timely notification of all activity in these cases.

FUNCTIONAL ICONS

Once all parties are added to the Participant Tree, please review the information for accuracy. The functional icons displayed next to a participant's name allow you to make the following modifications at this point in the case opening process:

 Delete this party from this case.
 Add new alias.
 Edit the party or alias.

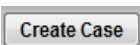To delete an incorrect party, click on the icon. Search for the correct party and add the correct party to the case. To make changes to the role or party text fields, click on the icon. To add an alias, click on the icon, search for the alias name and select the proper alias type as shown below. To delete an alias, click on the icon.

Alias Types	Description
agent	agent of
aka	also known as
aso	as subrogee of
dba	doing business as
fdba	formally doing business as
fka	formerly known as
nee	born
nka	now known as
obo	on behalf of
other	other
rpi	real party in interest
suc	successor
ta	trading as

Select only when you are finished adding all parties and have reviewed the Participant Tree. Select Yes. If you forgot to add all parties, you will be given another opportunity when filing the initiating document.

Once the case has been created it is too late to click the back button on your browser. If you realize you made a mistake and it is during normal business hours, do not proceed further but contact the Clerk's office for assistance. If you made a mistake during the case opening process and it is outside business hours, please proceed to docket the lead event to maintain/preserve the file date and send an email to QualityControl@ctd.uscourts.gov explaining the circumstances and someone will respond during business hours.

DOCKETING LEAD EVENT

User will be prompted:

> Your new case number will be automatically generated. **Please note your new case number for subsequent filings.**

Click on the link to docket lead event now; select the appropriate event. Select Next.

Select Next.

Verify short caption. Select Next.

Select the filer. Select Next.

If you forgot to add a filer, you may do so here by selecting the New Filer button and adding the additional party. The new party will then appear in the Participant Tree and in the Select the Party list.

Check the box to the left of the party name to associate your appearance with the party. Do not uncheck the Lead or Notice boxes. Select Next.

Select the appropriate party that this filing is against. If you are filing a *Notice of Removal*, this filing is against the plaintiff. Select Next.

If you forgot to add a party that this filing is against, you may do so here by selecting the New Party button and adding the additional party. The new party will then appear in the Participant Tree and in the Select the Party list.

You may choose the All Defendants radio button, or, for Notices of Removal, the All Plaintiffs radio button.

Browse for your PDF document, right click and open the document to verify file, click open to upload and proceed to add any attachments. If you would like to upload your civil cover sheet, please upload it as an attachment. When you have completed adding all attachments, select Next.

****All filings must contain either an electronic or a scanned signature
and
must comply with the redaction requirements of Fed. R. Civ. P. 5.2****

Complaints and Other Initiating Documents

3:11-cv-00104 Jones v. ABC Company

Select the pdf document and any attachments.

Main Document

| N:\TRAIN1\Complaint Form.pdf | Browse… |

Attachments		Category	Description
1.	Browse…	▼	

Next   Clear

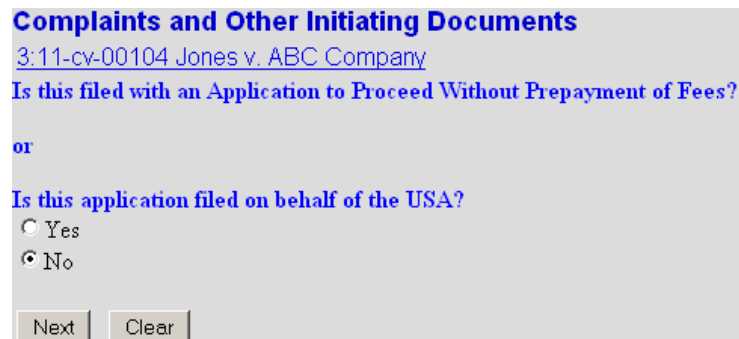Verify your case number. Select Next.

Complaints and Other Initiating Documents

3:11-cv-00104 Jones v. ABC Company

Next   Clear

The following display message will appear. Select Next.

AFTER you successfully efile your complaint and receive your notice of electronic filing, if you require a summons, please submit your request using the event *REQUEST TO ISSUE SUMMONS* located in the service of process group.

Unless you are filing on behalf of the USA, or are filing a Motion to Proceed In Forma Pauperis, you must answer "No" on this screen. Select Next.
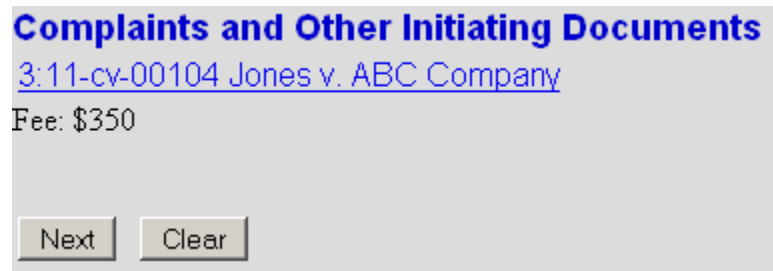

The following display message will appear. Select Next.

After payment of the filing fee, you MUST continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

The required fee will be displayed. Select Next.

The following message will appear:

- This is the first screen of the pay.gov process. There are two screens. Note that all fields marked with the asterisk are required to be completed.

- The Account Holder does not need to be the same as the attorney filer. For example, the credit card being used could be that of the law firm. Enter the account holder name as it appears on the credit card.

- This is a secure site administered by pay.gov.

- After payment of the filing fee, you **MUST** continue with the docket transaction until its completion. Failure to continue will result in your credit card being charged, with no record of your entry on the docket.

Select Continue with Plastic Card Payment.

- The final payment screen provides the filer with an opportunity to authorize the payment. The only required field on this screen is the Authorization Box, which must be checked to continue. If you fail to check the box, the transaction will not be completed and pay.gov will return to this screen until the authorization is marked.

- The e-mail confirmation receipt does not need to be the same e-mail address as the attorney filer. For example, the user may wish the credit card receipt be e-mailed to your finance office.

- Note that the e-mail address is not a required field. If it is left blank, no email receipt will be generated from pay.gov.

Select Submit Payment.

COMPLETING YOUR TRANSACTION

It is not necessary to add any additional text. Select Next.

Complaints and Other Initiating Documents
3:11-cv-00104 Jones v. ABC Company

Docket Text: Modify as Appropriate.
COMPLAINT | against ABC Company (Filing fee $350 receipt number 0205-59503.) , filed by George Jones. (pilot14,)

Next   Clear

By selecting Next your transaction will be complete. Select Next.

Complaints and Other Initiating Documents
3:11-cv-00104 Jones v. ABC Company

Docket Text: Final Text
COMPLAINT against ABC Company (Filing fee $350 receipt number 0205-59503.), filed by George Jones.(pilot14,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
Complaint Form.pdf   pages: 6

Next   Clear

Notice of Electronic Filing is generated.

Complaints and Other Initiating Documents
3:11-cv-00104 Jones v. ABC Company

U.S. District Court

United States District Court for the District of Connecticut (Training Database)

Notice of Electronic Filing

The following transaction was entered by pilot14, on 10/19/2011 at 11:19 AM EDT and filed on 10/19/2011
Case Name: Jones v. ABC Company
Case Number: 3:11-cv-00104
Filer: George Jones
Document Number: 1
Judge(s) Assigned: None (please contact the court)

Docket Text:
COMPLAINT against ABC Company (Filing fee $350 receipt number 0205-59503.), filed by George Jones.(pilot14,)

3:11-cv-00104 Notice has been electronically mailed to:

3:11-cv-00104 Notice has been delivered by other means to:

pilot14

If you would like the Clerk to issue a summons, please remember to docket your Request to Issue Summons located in the Service of Process group.

The Clerk's office will notify you of the random judge assignment. All standard case opening orders and requested summonses will be issued electronically after the judge has been assigned.

For cases filed with a Motion to Proceed In Forma Pauperis, requested summonses will be issued electronically after the granting of the Motion.